

Sample School Improvement Visit Schedules **(With and Without Equity)** **2011-2012**

Creating a good schedule is critical as a district prepares for a site visit. This should be one of the first considerations in planning. Several sample schedules have been created to serve as guidelines for planning and can be found on the DE website.

http://educateiowa.gov/index.php?option=com_content&task=view&id=1558&Itemid=2342#SiteVisits

The Sample Schedules are based on efficient, practical schedules used during recent site visits. Included are:

Public School Districts

3 Day Visit (A/B/C teams)

3 Day Visit with late start (A/B/C teams)

2 Day Visit (A/B/C teams)

Public School Districts with Equity Focus

3 Day Visit (A/B/C teams)

Non-Public Schools

2 Day Visit (A/B Teams)

While each situation is unique, we have found that the sample schedules serve as a good starting point, and help ensure that all required interview groups are included. Team leaders for each visit will consult with schools and districts as the schedules are prepared well in advance of the visit.

The following points will guide the development of individual site visit schedules:

- The schedule must allow for team orientation and the school/district overview the morning of the first day
- Document review time will be needed throughout the visit
- All required interview groups must be represented
- Include travel time between attendance centers, brief team time for dialogue, and occasional breaks for team members
- Consider how attendance center schedules (including morning and afternoon bus schedules) and availability of interviewees might impact the interview schedule
- Additional interviews may be needed on site visits where team members representing specific program areas are involved (e.g., Title I or Early Childhood). Team leaders will inform districts when these are necessary.
- It is advantageous for interviews to be conducted somewhere other than the team workroom when possible. This allows some team members to review documents while others are involved in interviews.
- It is also important for the final schedule to include the site(s) where the interviews will be held. The names of the persons to be interviewed can be included on the schedule or provided to the team leader on a separate list

These sample schedules were created to be a guide as schools and districts are designing site visit schedules. Schools and school districts will collaborate with the DE site visit team leader to customize the samples to meet the needs of the district and the schedules of school staff members and community representatives.

